



OGLETHORPE COUNTY LIBRARY BOARD OF TRUSTEES

REGULAR MEETING

Wednesday, January 15, 2025 | 4:00 pm

MINUTES

IN ATTENDANCE: Mike Garner, Bill Cabaniss, Elaine Kitchens, Beverly Nation, Mary Hondalus, Mary Frey, Dana Froetschel, and Babs DeArmond.

STAFF ON HAND: Darla Chambliss, Toby Mayfield, and Katherine Ratcliffe.

CALL TO ORDER: Mike Garner called the meeting to order at 4:00 pm.

MOTION: Mike Garner called for a motion to adjust the agenda to introduce the newly appointed trustees; motion by Bill Cabaniss; seconded by Dana Froetschel; passed unanimously.

ANNOUNCEMENTS I: Mike Garner introduced Board of Education appointee Elaine Kitchens and Board of Commissioners appointee Beverly Nation. He also introduced Athens Regional Library System Interim Director Darla Chambliss.

MOTION: Mike Garner called for a motion to move the presentation by Josh Robinson of the Oglethorpe EMS to directly after the appointee introduction with respect to his valuable time; motion by Bill Cabaniss; seconded by Dana Froetschel; passed unanimously.

Josh Robinson said that an Automated External Defibrillator (AED) and emergency naloxone will be installed and maintained in the lobby of the library at no cost to the county or library as part of an opioid lawsuit settlement. He also said it would be Americans with Disabilities Act compliant.

Mike Garner asked if the equipment comes with training. Josh Robinson said that the AED is self-explanatory, but yes, there will be a training for the whole county's employees, probably a lunch-and-learn type event.

Mike Garner asked if the staff are protected in case they tried to help a patron and something went wrong. Josh Robinson said yes – since the library workers are not trained medical personnel, they should be protected under the Good Samaritan law.

MOTION: Mike Garner called for a motion to accept the proposal for the AED; motion by Dana Froetschel; seconded by Mary Hondalus; passed unanimously.

PUBLIC COMMENTS: No members of the public addressed comments to the Board.

APPROVAL OF MINUTES:

MOTION: Mike Garner called for a motion to accept the October 16, 2024 minutes; motion by Dana Froetschel; seconded by Mary Frey; passed unanimously.

The board reviewed the minutes from the October 17, 2024 meeting. **Elaine Kitchens** pointed out one typo – 'disturbed' should be changed to 'distributed'.

MOTION: Mike Garner called for a motion to accept the October 16, 2024 minutes with the correction; motion by Dana Froetschel; seconded by Mary Frey; passed unanimously.

REPORTS:

FRIENDS OF LIBRARY REPORT: Babs DeArmond

At the end of the year, the Friends of the Library had 75 members who were current, including 12 businesses.

Their fourth annual Christmas Bazaar was held on December 3rd, 2024. Over 75 wrapped gift baskets and a large variety of gifts and handmade crafts were for sale. Many hours of work resulted in an event that brought in more than \$2,600.

BRANCH MANAGER REPORT: Katherine Ratcliffe

The Oglethorpe County Library Staff were honored with the Athens Regional Library System 2024 Most Valuable Team award in November 2024.

Thanks to the Digital Connectivity Grant won by the ARLS, the Oglethorpe Library received 20 new hotspots and will also receive new Chromebooks at no cost to the county or the ARLS.

The library held their 2nd Trunk or Treat and gave away 235 books and many pounds of candy thanks to the help of the Friends of the Library. Other partners in this event were the Maxey's Women's Club, Watson Mill Bridge State Park, Project Safe, the Boys Scouts, Amy Atao, and the Grinch of Oglethorpe County who all gave time and resources.

The library also partnered with OC School System Superintendent Beverley Levine to acquire 35 boxes of books weeded from the school library during the move. These will become prizes for summer reading and be given away to the community.

LIBRARY SYSTEM REPORT: Toby Mayfield

Along with bi-weekly one-on-one meetings, Toby Mayfield continues to meet with all the branch managers each Wednesday to discuss important matters and conduct training sessions.

Toby Mayfield is coordinating with Public Information Officer Darcy Calia to meet with all the branch managers in person at their branches to discuss branding guidelines and accessibility requirements.

She also attended special holiday programs at each branch to support staff and worked to bring the Digital Connectivity Grant to the region.

FINANCIAL REPORT: Darla Chambliss

Darla Chambliss reported on the 3rd quarter financials for the Oglethorpe County Library. On the Revenues and Expenditures, Darla Chambliss said that everything looks within margins and no cost seemed out of line.

Mike Garner explained to the new trustees that we are on a calendar year and we still need Arnoldsville's check for 2024 and that it's normal to have a lag in receiving checks from municipalities. **Mike Garner** asked if we needed to approach Arnoldsville again. Toby Mayfield said that the check from Arnoldsville may have been received by now, just not in time for the 3rd quarter compiling of the report. Toby Mayfield said she would meet with ARLS Business Manager Lorrie Lavengood to see if the check had been received.

The balance sheet for January 1st - November 30, 2024 showed a Total Fund Balance and Liabilities of \$15,259.78

Mike Garner asked if we should aim for a higher level of 'cushion' in the balance sheet. Darla Chambliss said that at present we have two months of operating budget and the goal for the region is three months of budget reserves.

MOTION: Mike Garner called for a motion to accept the Q3 Financial Report; motion by Bill Cabaniss; seconded by Dana Froetschel; passed unanimously.

OLD BUSINESS:

Mike Garner presented a book with a bookplate honoring retiring Trustee Amy Atao.

Mike Garner explained that since the retirement of Howard Shapiro as Financial Officer of the Oglethorpe County Library Board of Trustees, we have been without a Financial Officer. **Mike Garner** explained that the ARLS does a lot of the ‘heavy lifting’ in preparing the yearly budget and asked for the Trustees to consider volunteering for the position. He then asked for a vote to be held for a Financial Officer at the April 16th meeting.

NEW BUSINESS:

Katherine Ratcliffe made a presentation about the possibility of ending the library’s PO Box service in favor of a mailbox at the library. She suggested no change in service at this time as she works with the Postal System to ensure the correct physical address but that the issue could be revisited for ending PO Box service in 2026.

Mike Garner presented a book with a bookplate honoring Alice Hughes, a Trustee appointed by the Board of Commissioners who had recently passed away. He then asked for a moment of silence to honor her memory. After the moment of silence, Katherine Ratcliffe added that, since Alice Hughes passed away while in active service, the staff and Friends of the Library are planning to buy a tree to plant in her honor at the library in the spring.

ANNOUNCEMENTS II:

Reappointment of Trustee Mary Frey by the Board of Commissioners.

NEXT MEETING: The next meeting will be held on Wednesday, April 16, 2025 | 4:00pm at the Oglethorpe County Library.

ADJOURNMENT:

MOTION: Mike Garner called for a motion to adjourn the meeting; motion by Mary Hondalus; seconded by Mary Frey; passed unanimously.

Meeting adjourned at 4:44pm